



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR SINGLE FAMILY DWELLING

ATTACHMENT (C)

- ☐ 1) Two complete sets of plans for submittal; one set will be returned to you with approved permit.
- ☐ 2) Plans must be to scale. 1/4" scale is preferred; minimum acceptable scale is 3/16".
- ☐ 3) Overall square footage and dimensions of dwelling must be noted.
- ☐ 4) Floor plans for each level including foundation (i.e., crawl space/basement), first floor, second floor, lofts/attic. All rooms and unfinished areas must be labeled.
- ☐ 5) Elevation plan. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 6) Wall Section.
- ☐ 7) Framing Plan.
- ☐ 8) MODULAR DWELLINGS: Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- ☐ 9) MOBILE HOMES: Manufactured Dwellings (mobile homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie-downs and a floor plan of the unit.

Please see attachment for important Plan Review information regarding plan submittals.



Plan Submittal Requirements **Single Family Dwelling**

Part I - Types of Plans

Acceptable:

- 1) Architectural Signed and Sealed Plans are not required for a single family dwelling, however, they are recommended. All plans, whether signed and sealed or not, must meet the requirements in Part II and Part III below.
- 2) Plan Service Plans (Magazine Plans) are acceptable, however, the plans need to be edited to reflect final design, i.e. including but not limited to: foundation, roof framing, overall dimensions, room sizes etc. Any revisions to plans should be done in blue or black ink (**NOT IN RED!**). All changes must be made on both sets. Per Federal Copyright Protection Laws, “Magazine Plans” should be originals.
- 3) Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- 4) Manufactured Dwellings (Mobile Homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie downs and a floor plan of the unit. If manufactured dwelling is to have a crawl space or basement submit plans for and include information per item 1 of Required Minimum Sheets/Pages Per Construction Set. (see part II below).

Not Acceptable:

- 1) Reverse or Mirrored Plans cannot be accepted. If house plans are reverse or mirrored to what will be built on the lot, simply note on building plans.
- 2) Electronic Submissions – Electronic documents cannot be accepted at this time.

Part II - Minimum Specifications Required for Plan Submittal

- 1) Plans need to be to scale – 1/4” to a foot preferred, minimum 3/16” to a foot. The plans should be ledger size – 11”X17” or larger, stapled on left side, not taped or spliced. Electrical, plumbing and mechanical plans are not required, however, plans should show location and quantity of major fixtures, appliances, and devices.
- 2) Specifications and literature relevant to method of construction, i.e., minimum design loads, minimum insulation values, size, types and species of framing lumber, and foundation system.
- 3) Indicate all engineered beams, joists, and trusses/rafters. For engineered joists, note manufacturer, sizes, series, and spacing. Floor truss framing and roof framing layouts from supplier is recommended.
- 4) Overall square footage and dimensions of dwelling need to be indicated. Indicate finished and unfinished square footage. Unfinished areas include, but are not limited to: garage, carport, covered/screen porch, deck, and unfinished interior areas.

Part III – Required Minimum Information for Each Set of Construction Plans

- 1) **Floor plans** for each level, including foundation (i.e., crawl space/basement), first floor, second floor, loft/attic. The floor plans will include the following:
 - a. All dimensions
 - b. All rooms labeled.
 - c. Windows and doors with location and dimensions of each.
 - d. Stairs
 - e. Fireplaces/woodstove
 - f. Duct/plumbing chases/shafts
 - g. Location of kitchen appliances
 - h. Location of bathroom fixtures
- 2) **Elevation plans** will include the following:
 - a. Doors and windows
 - b. Roof Pitches
 - c. Estimated finish grade lines
 - d. Exterior finished materials
 - e. Height of building (refer to information sheet “Determining Height of Building”).
- 3) **Wall Section (minimum of one)** will include the following major building components, labeled and sized, including but not limited to:
 - a. Footing; foundation wall type and material; foundation drainage, damp proofing/waterproofing, sill plates and anchoring
 - b. Floor framing, wall framing including exterior and interior sheathing and finishes
 - c. Roof framing, including interior and exterior finishes, roof ventilation, roof drainage, and building envelope insulation values
 - d. Insulation: if using prescriptive insulation requirements, indicate R-values or provide REScheck Calculations – see free government web site www.energycodes.gov for downloadable worksheet.
- 4) **Relevant Framing Plans** will include:
 - a. Location and size of beams (engineered lumber, steel or sawn lumber)
 - b. Footings
 - c. Floor joists (series, size, spacing and direction)
 - d. Roof rafters (size, spacing and direction)
 - e. Engineered trusses – provide truss framing diagram (specifications are not required at time of submittal unless required by the Plan Reviewer during review. Truss specifications are required to be at construction site at the time of the framing inspection.

Part IV - General Misc. Information

Please submit any literature or information for any material or system you are proposing to use that is not considered standard construction, i.e., ICF foundation, SIP assemblies, gutter alternatives, etc. Products with an ICC Report are accepted, otherwise they are subject to approval by the Plan Reviewer for code compliance. Submitting plans in accordance with the requirements listed will prevent delays in the review process.

If you have any question regarding these Plan Review submittal requirements, please contact the Residential Plan Reviewer at 301-600-1085.